



DEPARTMENT of ADMINISTRATIVE SERVICES

Milwaukee County

Teig Whaley-Smith
Gregory High

- Director of Administrative Services
- Director of Architectural, Engineering & Environmental Services

REQUEST FOR PROPOSAL

Date: February 13, 2020

To: All Interested Consultants

Project: KK Garage Bus Storage Roof Replacement
Project No. T078-20074

I. PROPOSAL DUE: March 5, 2020 at 2:00 PM

II. GENERAL

The Milwaukee County Department of Administrative Service – Facilities Maintenance (DAS-FM) is requesting proposals for professional consulting services to provide roof conditions assessment, roof replacement design, cost estimates, final design and construction documents (required for public bidding and work relevant to) for the KK Garage Bus Storage Roof Replacement located at 1710 South Kinnikinic Avenue, Milwaukee, WI 53207

The project consists of:

- 1). Performing a Roofing Moisture Survey to determine the extent of moisture-damaged area of the existing roof.
- 2). Prioritizing most critically damaged roof areas.
- 3). Design development of roof replacement.
- 4). Development of construction bid documents for public bidding to replace the roof.

General Requirements of Architect / Engineer

The qualified consulting firm must have an architectural and/or engineering staff that maintains a current professional license in the State of Wisconsin. Refer to the Type 'C' Agreement (attached for additional information regarding contract requirements for Milwaukee County Professional Services.

III. EXISTING BUILDING

The KK Garage bus storage building roof is over 30 years old and is well passed its useful life. Numerous leaks in the roof have caused damage to the interior of the building. The roof is routinely patched for leaks, but it is near impossible to keep the roof leak-free at this point. Damage from leaks continues and the costs of patching are also increasing.

VI. GENERAL REQUIREMENTS

- a. The Prime Consulting firm shall assemble a roofing assessment & design project team to perform roof condition assessment, report preparation, cost estimating, roof replacement design, construction documents, bidding and construction administration services necessary to complete the KK garage bus storage roof replacement. If 'in-house' staff personnel are not available, the Prime Consulting firm shall augment their project team with sub-consultants.
- b. Prime Consulting firm shall schedule, attend, and facilitate a project kick-off meeting and be prepared to attend periodic meetings to review project status with the County's Project Team (and relevant invitees) as necessary to address planning and design issues.
- c. Roofing design work shall incorporate to the best extent possible, Leadership in Environmental and Energy Design (LEED) standards as specified by the U.S. Green Building Council. Evaluate sustainable design alternatives, where applicable, to determine feasibility of incorporating any of these alternatives. The evaluation shall include comparisons of construction costs, annual operating costs, and other non-fiscal benefits of each option considered.
- d. Provide agency coordination for all plan reviews and permits required. Consultant Team shall submit applications and pay plan review fees as a Reimbursable Expense.
- e. Assist in identifying qualified Contractors for bidding.
- f. The successful Consultant shall follow Milwaukee County Code of Ethics as follows: No person(s) with a personal financial interest in the approval or denial of a Contract being considered by a County Department or with an agency funded and regulated by a County Department, may make a campaign contribution to any County Official who has approval authority over that Contract during its consideration. Contract consideration shall begin when a Contract is submitted directly to a County Department or to an agency until the Contract has reached final disposition, including adoption, County Executive action, proceeding on veto (if necessary) or Departmental approval.
- g. The successful Consultant must be an Equal Opportunity Employer.
- h. The proposal shall conform to all attached documents. All proposals should use this RFP and its attachments as the sole basis for the proposal. The issuance of a written addendum is the only official method through which interpretation, clarification, or additional information will be given.
- i. Proposals must respond to each component as listed in Section VIII Proposal Content, in order, as presented and in the form or format as requested. Each response must identify the heading and must respond entirely to each segment without reference to any other part of the Proposal
- j. The proposal must be submitted in a single bound 8-1/2" x 11" document. Limited use of 11" x 17" foldout pages is acceptable.
- k. All costs for preparing a proposal, attending the pre-proposal meeting, attending a selection interview if required, or supplying additional information requested by Milwaukee County, are the sole responsibility of the submitting party. Material submitted will not be returned.
- l. With the signing and submission of a Proposal, the submitting Consultant certifies that the standard terms and conditions of the Consultant Agreement for Professional Services Type "C" (which will be used to contract with the selected Consultant) has been read and understood and that the submitting Consultant is ready, willing and able to sign the agreement when requested without making any substantive changes (a copy of the Type 'C' Agreement is attached).

- m. Design development and construction bid documents shall take into consideration that the facility will be in operation during construction (roof replacement).

V. **BASIC SERVICES**

The Prime Consulting firm shall assemble a design project team to perform the scope of services as noted.

- a. **The Programming Phase** of the project shall be per Article 3.1 of the Type 'C' Consultant Agreement for Professional Services. Additionally, the required scope of services shall include:
 - i. Conducting site visits to assess, test, and document existing roof conditions,
 - ii. Developing Design for roof replacements,
 - iii. Preparing a written conditions assessment report to identify:
 - 1. Locations and extents of proposed replacements/ repairs
 - 2. Component repair or replacement alternatives
 - 3. Recommended priority of each proposed option
 - 4. Construction cost (estimate) for each option
 - 5. Perform thorough evaluation and report on condition of roofing system, including exploration for leaks, damaged insulation and record the extent of these issues.
 - 6. Conduct an imaging survey (thermographic or infrared) of existing roof assemblies. Results of the survey shall be confirmed through core sampling of both 'dry' and 'wet' areas. Core samples shall be tested for moisture content. Where moisture is present in the roof assembly, consultant shall determine the cause(s). Fill and patch all areas from which core samples are taken. Prepare a condition and moisture survey report including:
 - Description of the roof system assembly surveyed.
 - Indicate on the roof plan locations of 'wet' areas and core samples.
 - Core sample test reports.
 - Written recommendations for repair of any water leakage detected.
 - iv. Meeting with Milwaukee County staff and KK garage bus storage staff to discuss recommended alternatives and priorities.
- b. **The Schematic Design Phase** of this Project shall be per Article 3.2 of the Type 'C' Consultant Agreement for Professional Services. Additionally, the required scope of services shall include:
 - i. Determining regulatory issues and permits required,
 - ii. Investigating relevant product manufacturers, materials, warranties, and Design alternatives that are applicable to the roof replacement project,
 - iii. Exploring strategies to incorporate energy conservation elements into the roof replacement project.
 - iv. Preparing an estimate of probable construction costs.
 - vi. Submitting Schematic Design Phase documents for the Owner's review.
- c. **The Design Development Phase** of this Project shall be per Article 3.3 of the Type 'C' Consultant Agreement for Professional Services. Additionally, the required scope of services shall include:
 - i. Field verification and documentation of existing conditions is required, because "As-Built" drawings are nonexistent. Therefore, the primary consultant shall conduct a field survey to produce the required "As-Built" drawings, including:
 - 1). Verify the size (exterior perimeter of the KK garage bus storage building).
 - 2). Verify the location and size of the existing roof parapets that divide the building into different areas.
 - 3). Establish a perimeter elevation (high point) of each area. This elevation shall be referenced to an existing bench mark.
 - 4). Establish an elevation of each roof drain. This elevation shall be referenced to an existing bench mark. Dimensionally verify locations of roof drains.
 - 5). Locate existing roof top mechanical equipment, roof vents, roof top exhaust fans, etc...
 - 6). Verify composition of existing roof assembly and associated roofing components.

ii. Developing AutoCAD design drawings for the roof replacement are based upon the selected schematic design options and the following outline of project scope. Design development drawings shall incorporate relevant dimensions and details. Project scope shall include the following requirements:

- 1) Remove existing roof drains, provide new roof drain at same location and required storm water piping (match existing) to make a new connection to existing storm water piping.
- 2) Remove existing metal parapet coping, blocking, and parapet flashing. Repair parapets as required, provide new wood blocking, parapet flashing, new metal (aluminum) coping.
- 3) Remove existing flashing and counter flashing at all perimeter coping and parapet walls between different roof sections. Provide new flashing and counter flashing at perimeter coping and parapet walls between different roof sections.
- 4) Remove existing all expansion joints, provide new expansion joint design.
- 5) Evaluate overflow drains as required by the building code.
- 6) Evaluate existing roof hatch for safety as required by the building code.
- 7) Remove existing foam insulation and existing membrane throughout the building exposing existing roof deck for inspection. Inspect existing roof deck for deterioration and document. Unit prices for repair will be required on any deteriorated roof deck found.
- 8) Provide new roof walking pads.
- 9) Primary consultant shall design a new single ply fully adhered roof membrane system, rigid sheet insulation, tapered insulation as required to provide positive drainage to roof drains and required vapor barrier. Coordinate insulation layout with roof drain locations.
- 10) Primary consultant shall detail new flashings and counter-flashings at all vertical elements and roof openings to provide a watertight roofing system.
- 11) Include in the roof design replacement of existing roof-top exhaust vents and new required roof curbs.
- 12) Address fall protection measures as required by code. Consultant shall evaluate existing guardrail and provide new design and one alternate option.

iii. Finalize roof system selection and obtaining Owner approval.

iv. Submitting the Design Development phase documents for the Owner's review.

v. Provide design development phase estimate of construction cost.

d. **The Contract Documents Phase** of this Project shall be per Article 3.4 of the Type 'C' Consultant Agreement for Professional Services. Additionally, the required deliverables shall include:

- i. Three (3) sets of construction drawings, and one (1) set of technical specifications for review by Milwaukee County at approximately 80% complete,
- ii. Three (3) sets of construction drawings, and one (1) set of technical specifications for review by Milwaukee County at 100% completion,
- iii. One (1) full-size paper copy of drawings and specifications after all final revisions are completed based upon Milwaukee County comments. Electronic copy also required.
- iv. Primary consultant is responsible to verify if a plan review submittal is required.
- v. A final estimate of probable construction costs.

e. **The Bidding Phase** of this Project shall be per Article 3.5 of the Type 'C' Consultant Agreement for Professional Services.

f. **The Construction Phase** of this project shall be per Article 3.6 of the type 'C' Consultant Agreement for Professional Services. Additionally, the required scope of services shall include:

- i. Attendance at one (1) preconstruction meeting and a twice per month consultation progress meeting (Milwaukee County staff will facilitate these meetings and will also prepare and distribute meeting notes). Minimum of ten (10) required.
- ii. Conducting twice per month on-site observations of the work and preparing a distributing

written Field Notes for each site visit. Minimum of ten (10) required, corresponding with progress meeting.

iii. Consultant shall provide one on-site final walk-thru and final punch-list.

- g. **The Post-Construction Phase** of this Project (upon request of the Owner, prior to the expiration of one year from the date of Substantial Completion) shall include - without additional compensation - the Consultant Team conducting a meeting with the Owner to review performance on the facility roof replacements.

VI. **QUALITY CONTROL**

1. The Milwaukee County Department of Administrative Services is required by County policy to monitor and track quality control of design and construction projects.
2. The Milwaukee County Department of Administrative Services - Facilities Management Division; Architectural, Engineering & Environmental Services Section will track, categorize, and identify reasons for changes to the bid documents during construction. The quality control procedures established and practiced by the Consultant Team are expected to result in minimal changes in construction due to contract document errors and/ or omissions in the services they are contracted to provide.
3. Milwaukee County Reserves the right to request partial or full reimbursement from the Consultant Team for change orders resulting from errors and omissions in the services they are contracted to provide.

VII. **MARCUS CENTER ROOF REPLACEMENT PROJECT TIMETABLE**

February 13, 2020	Issue Request for Proposal (RFP)
February 20, 2020	Pre-Proposal Meeting and exterior tour
	Time: 1:30 PM
	Location: KK Garage Bus Storage Building – South entrance 1710 South Kinnikinic Avenue, Milwaukee, WI 53207
March 5, 2020	Request for Proposal (RFP) due at 2:00 PM.
March 16, 2020	Anticipated consulting engineer selection.
April 10, 2020	Anticipated, negotiated and executed agreement with consulting engineer.
May 15, 2020	Complete Schematic Design Phase, with estimate of probable construction cost.
July 24, 2020	Design Development Phase completion required with cost estimate.
October 2, 2020	Bid documents phase complete, including final estimate of construction cost.
October 16, 2020	Review comments
October 23, 2020	Review comments incorporated into bid documents and bid documents ready to be sent for printing
January 4, 2021	Issued for bidding
February 3, 2021	Bids due
March 3, 2021	Administrative Contract Award
April 1, 2021	Construction Contract complete, Notice-to-Proceed issued
2022	Substantial Completion (Tentative)

VIII. **PROPOSAL CONTENT**

The Proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see Attachment 2). The proposal shall include the Consultant Fee Proposal Form (see Attachment 1) and the following information:

1. **Cover:** Include project number, project name, project location, Prime Consultant's name,

address, telephone number, FAX number, e-mail address, and proposal date.

2. **Table of Contents:** Include an identification of the material by section and page number.
3. **Cover Letter:** Include the name and description of the Consultant Team submitting the proposal briefly stating the proposer's understanding of the services to be provided. Proposers shall acknowledge the receipt of any amendments to the Request for Proposal.
4. **Organization Description:** Include a brief description of the organization submitting the proposal. Include the name, size, legal status (corporation, partnership, etc.), professional registration / certification, major type of activity or areas of consulting. The organization must be licensed to operate in the State of Wisconsin. Include a copy of current license or registration.
5. **Organization Description:** A brief description of the organization submitting the proposal. Include the name, size, legal status (corporation, partnership, etc.), professional registration / certification, major type of activity or areas of consulting. The organization must be licensed to operate in the State of Wisconsin. Include a copy of current license, certification, or registration.
6. **Organization's Experience:** Include a list of roof replacement projects that were completed by your organization in the past ten (10) years. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the organizations participation.
7. **Team Organization and Staff Experience:** Include an organizational structure of the Project Team, including the relationship of the Sub-Consultants and/or contractors to be used for this project. The name of the Principal-in-Charge of this project along with their Professional Registration Number in the State of Wisconsin must be clearly indicated in this section of the proposal, along with the name, occupation and title of the Project Manager who will be in charge of this project. Provide a resume for each individual involved in the project, and include their name, title and/or duties for the project, professional registration, relevant certifications, a brief description of related roof replacement experience, including time contribution in this capacity to past projects, and qualifications.
8. **Alternate Principal-in-Charge:** Include the name of an alternate Principal-in-Charge in the event that the originally declared Principal-in-Charge is not able to fulfill their duties. Milwaukee County DAS-FM also reserves the option to select an Alternate Principal-in-Charge.
9. **Sub-Consultants:** Indicate the names and addresses of any Sub-Consultants proposed for this project. State the capacity they would be used in and the approximate percentage of the total services they would provide. Also state their past experience in the field.
10. **TBE Goals:** The Targeted Business Enterprise (TBE) participation goal for this project/contract is 17%. The proposal must list names and addresses of the TBE firms used, the tasks performed by them, and the percentage of the work performed by them. For assistance, contact the Milwaukee County Community Business Development Partners (CBDP) office at 414-278-5248. (Milwaukee County Forms TBE-02 and TBE-14, which are included in the attached Type "A" Agreement, are to be submitted with the Proposal). All proposed TBE Firms must be Milwaukee County certified at the time that the proposal is submitted.
11. **Project Approach:** Provide a description of the approach your Team proposes to use for this roof replacement project. Discuss how you plan to staff the project to efficiently complete the work effort.
12. **Constant Effort:** Include a spreadsheet/matrix listing the names, classifications, hourly rates and hours to be spent on each required task to complete the project as described in this RFP.
13. **Scheduling:** Provide a bar chart form schedule indicating a sequenced timetable, with relationship of tasks, which are necessary to complete each of, based on the schedule provided in this RFP. Include a statement indicating that the proposed project schedule can be met.
14. **Quality Control:** Submit a contract document "Quality Control Plan", indicating the names of the individuals who will be completing the quality control review of the roof replacement bid documents. Quality control shall be performed by individuals not assigned to the project.
15. **Fee Proposal:** The fee for this project shall be clearly stated, as a not-to-exceed sum fee for all required services, on the attached 'Consultant Fee Proposal Form'. A Not-to-Exceed dollar

amount for reimbursable items shall be clearly stated on the 'Consultant Fee Proposal Form'.

IX. PROPOSAL EVALUATION

See Attachment Two - Milwaukee County Proposal Preparation, Submission and Evaluation Guidelines for the evaluation criteria. Proposers must recognize that this is not a bid procedure, and a Professional Services Agreement will not be awarded solely on the basis of the low fee proposal. Milwaukee County reserves the right to accept or reject any and all proposals, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

X. PROPOSAL SUBMISSION REQUIREMENTS

1. Submit five (5) copies of the Proposal in a single envelope. Envelope must be identified with the submission date, RFP title, project number, and name and address of the submitting party. Envelopes that are not properly identified or received after the time and date noted above will be rejected.
2. Please submit copies of the Proposal no later than **2:00 P.M. on March 5, 2020** to:
Attention: Amit Adam - Project Manager
Milwaukee County – Architectural, Engineering and Environmental Services
633 West Wisconsin Avenue
Suite 1002
Milwaukee, Wisconsin, 53203
p. (414) 278-4260
f. (414) 223-1366
e. amir.adam@milwaukeecountywi.gov

Please direct any questions regarding this RFP to Amir Adam at the above address, FAX number, or email address.

Sincerely,

Amir Adam, Senior Architect
Project Manager

Attachments: (or available on County website)

- 1) Consultant Fee Proposal Form (1 page)
- 2) Proposal Preparation, Submission and Evaluation Guidelines and Listing of the Evaluation Criteria on the Scoring Sheet along with the Maximum Score (3 pages)
- 3) Existing Roof Plan
- 4) Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services - Type "C" Agreement (40 pages)
- 5) TBE-02: Sub-Consultant Information Sheet
- 6) TBE-14: Commitment to Contract with TBE
- 7)

cc:	Joe Price	MCTS
	Jamie Hinrichs	MCTS
	William Banach	DAS-FM
	Steve Nigh	MCDOT

